FORMACIÓN PROFESIONAL y EDUCACIÓN SUPERIOR

Manual de usuario de ECAS

- Acceder : https://webgate.ec.europa.eu/cas/
- Rellenar datos

Erasmus+

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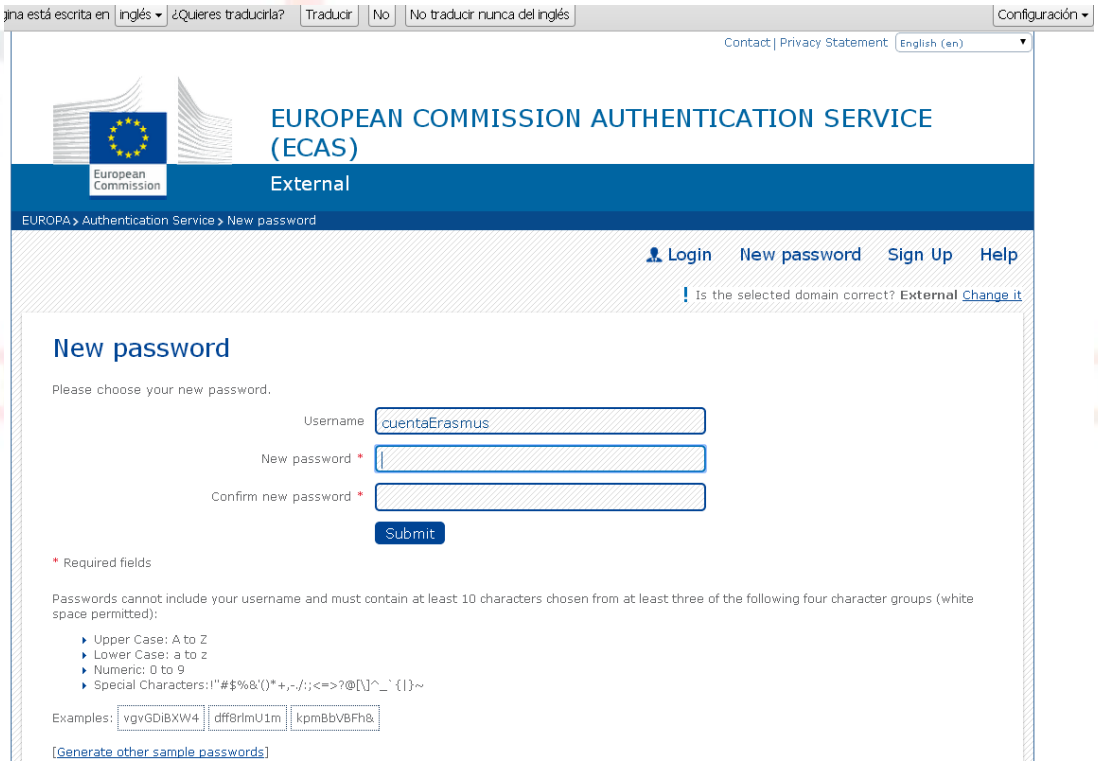
Departamento de Educación, Universidad, Cultura y Deporte

Registro en ECAS

FORMACIÓN PROFESIONAL y EDUCACIÓN SUPERIOR

- Pulsar en registrarse. Aparece confirmación.
- Recibir correo (en unos minutos) con nombre de usuario y ENLACE para crear una contraseña.
- Hay un plazo de 90 MINUTOS
- Si no, nueva contraseña



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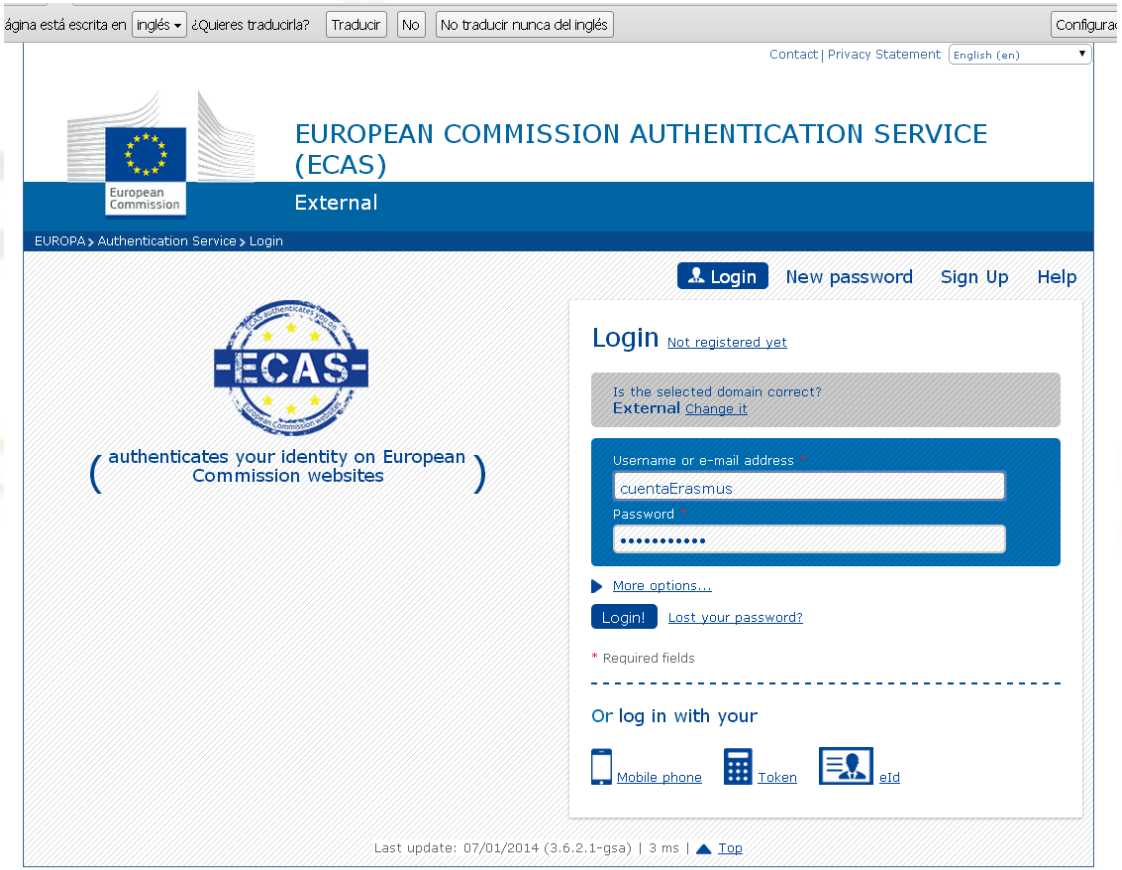
Registro en URF

Entrar en registro de participantes

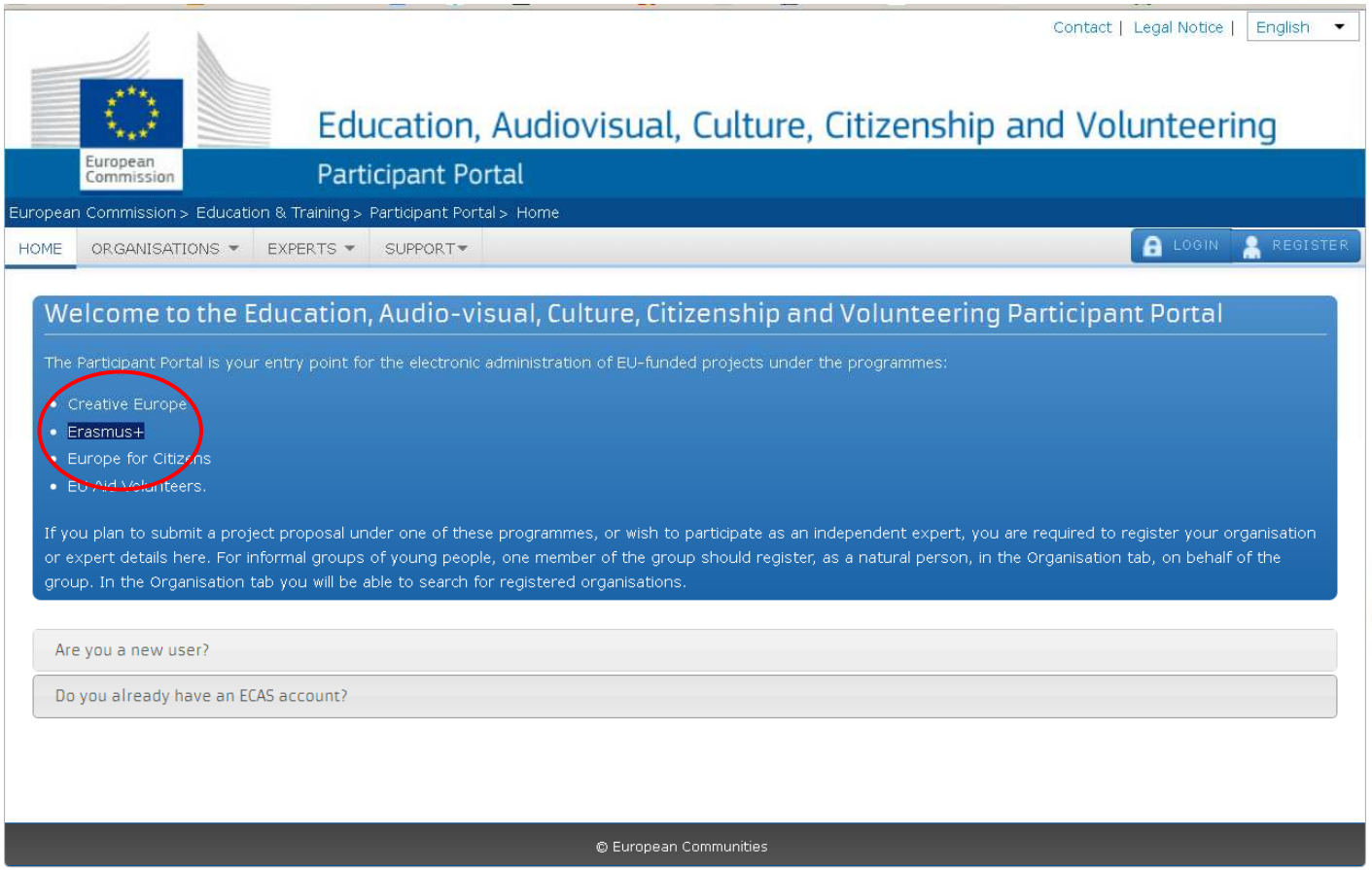
http://ec.europa.eu/education/participants/portal/

Identificarse con cuenta ECAS


ágina está escrita en inglés ¿Quieres traducirla? Traducir No No traducir nunca del inglés
Contact | Privacy Statement English (en)
EUROPEAN COMMISSION AUTHENTICATION SERVICE (ECAS)
External
EUROPA › Authentication Service › Login
Login New password Sign Up Help
-ECAS-
(authenticates your identity on European Commission websites)
Login Not registered yet
Is the selected domain correct?
External Change it
Username or e-mail address *
cuentaErasmus
Password *
More options...
Login! Lost your password?
* Required fields
Or log in with your
Mobile phone Token eId
Last update: 07/01/2014 (3.6.2.1-gsa) | 3 ms | Top

FORMACIÓN PROFESIONAL y EDUCACIÓN SUPERIOR

Seleccionar Erasmus+


Contact | Legal Notice | English
European Commission
Education, Audiovisual, Culture, Citizenship and Volunteering
Participant Portal
European Commission > Education & Training > Participant Portal > Home
HOME
ORGANISATIONS
EXPERTS
SUPPORT
LOGIN
REGISTER
Welcome to the Education, Audio-visual, Culture, Citizenship and Volunteering Participant Portal
The Participant Portal is your entry point for the electronic administration of EU-funded projects under the programmes:
Creative Europe
Erasmus+
Europe for Citizens
EU Aid Volunteers.
If you plan to submit a project proposal under one of these programmes, or wish to participate as an independent expert, you are required to register your organisation or expert details here. For informal groups of young people, one member of the group should register, as a natural person, in the Organisation tab, on behalf of the group. In the Organisation tab you will be able to search for registered organisations.
Are you a new user?
Do you already have an ECAS account?
© European Communities

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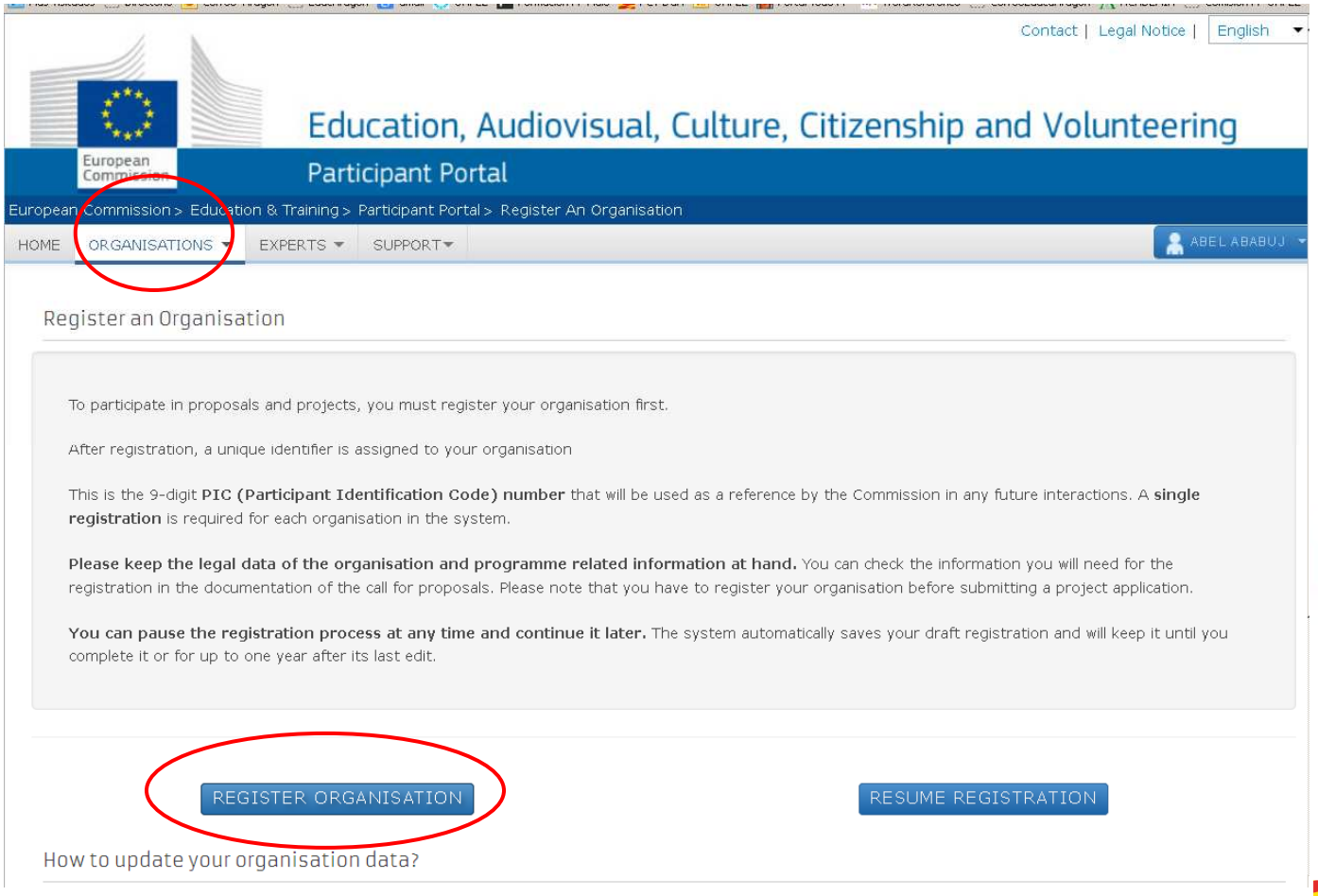
Registro en URF

Seleccionar: Organizaciones / registrar una organización


Contact | Legal Notice | English
Education, Audiovisual, Culture, Citizenship and Volunteering
Participant Portal
European Commission > Education & Training > Participant Portal > Register An Organisation
HOME
ORGANISATIONS
EXPERTS
SUPPORT
ABEL ABABUJ
Register an Organisation
To participate in proposals and projects, you must register your organisation first.
After registration, a unique identifier is assigned to your organisation
This is the 9-digit PIC (Participant Identification Code) number that will be used as a reference by the Commission in any future interactions. A single registration is required for each organisation in the system.
Please keep the legal data of the organisation and programme related information at hand. You can check the information you will need for the registration in the documentation of the call for proposals. Please note that you have to register your organisation before submitting a project application.
You can pause the registration process at any time and continue it later. The system automatically saves your draft registration and will keep it until you complete it or for up to one year after its last edit.
REGISTER ORGANISATION
RESUME REGISTRATION
How to update your organisation data?

Registro y Obtención del PIC : Alta en URF

URF Manual E+

- Seleccionar **REGISTER** →Utilizar el Asistente (Wizzard)
- Introducir Datos
- Hay que cumplimentar obligatoriamente todos los campos marcados con asterisco: *
- Introducción del NIF/CIF de la institución (VAT number)
- Introducción del Business number:
- Centros docentes: Introducción del código que figura en el Registro de Centros Docentes no Universitarios (22000xxx, 4400xxx 50000xxx)

  https://www.educacion.gob.es/centros/home.do

  Ficha de registro de centro (solicitar a servicio provincial)

Se recomienda poner la misma información que en el campo "Legal name" y no traducir al inglés el nombre de la institución

- La información del campo "Business name" no es obligatoria pero el omitirla puede generar problemas con el formulario posteriormente
- Solicita datos : ver la equivalencia de campos en tabla siguiente:

Equivalencia de campos

Valores leg Ent_public_es	Registro Centros Docentes 22000XXX. 4400XXX, 5000XX
FORMA LEGAL	Tipo de centro, IES..CEIP, CRA……..
NOMBRES	Centro (sin el código 500xxxxx)
ABREVIACIÓN	
DIRECCIÓN OFICIAL	Domicilio
CÓDIGO POSTAL	Código postal
LOCALIDAD	Localidad
PAÍS	País
IVA	Nif
LUGAR DE REGISTRO	Tipo de boletín
FECHA DE REGISTRO	Fecha de publicación
Nº DE REGISTRO	Código de documento
TELÉFONO	Teléfono
FAX	Fax
E-MAIL	e-mail

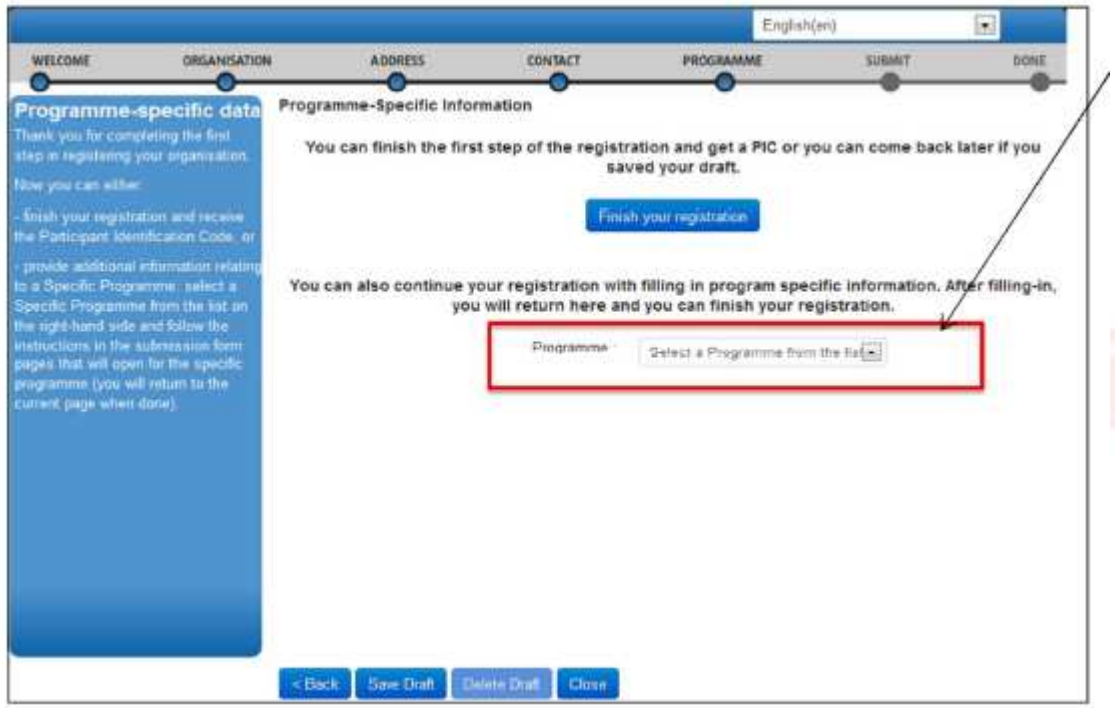
Introducción de información de la institución

- (Naturaleza de la Institución: es conveniente revisar las páginas 22 y 23 de la guía de usuario donde se incluyen aclaraciones al respecto
- En la fecha de registro se deberá indicar la fecha de creación de la institución de acuerdo con la disposición legal o reglamentaria correspondiente.
- Para cumplimentar el dato “NACE code” seleccionar “Education” de las opciones que aparecen en el desplegable.

Formación Profesional

Antes de pulsar sobre “Finish your registration”, es obligatorio pulsar primero

sobre “*Select a programme from the list*” y **seleccionar Erasmus +**


English(en)
WELCOME
ORGANISATION
ADDRESS
CONTACT
PROGRAMME
SUBMIT
DONE
Programme-specific data
Thank you for completing the first step in registering your organisation.
Now you can either:
- finish your registration and receive the Participant Identification Code, or
- provide additional information relating to a Specific Programme: select a Specific Programme from the list on the right-hand side and follow the instructions in the submission form pages that will open for the specific programme (you will return to the current page when done).
Programme-Specific Information
You can finish the first step of the registration and get a PIC or you can come back later if you saved your draft.
Finish your registration
You can also continue your registration with filling in program specific information. After filling-in, you will return here and you can finish your registration.
Programme
Select a Programme from the list
< Back
Save Draft
Delete Draft
Close

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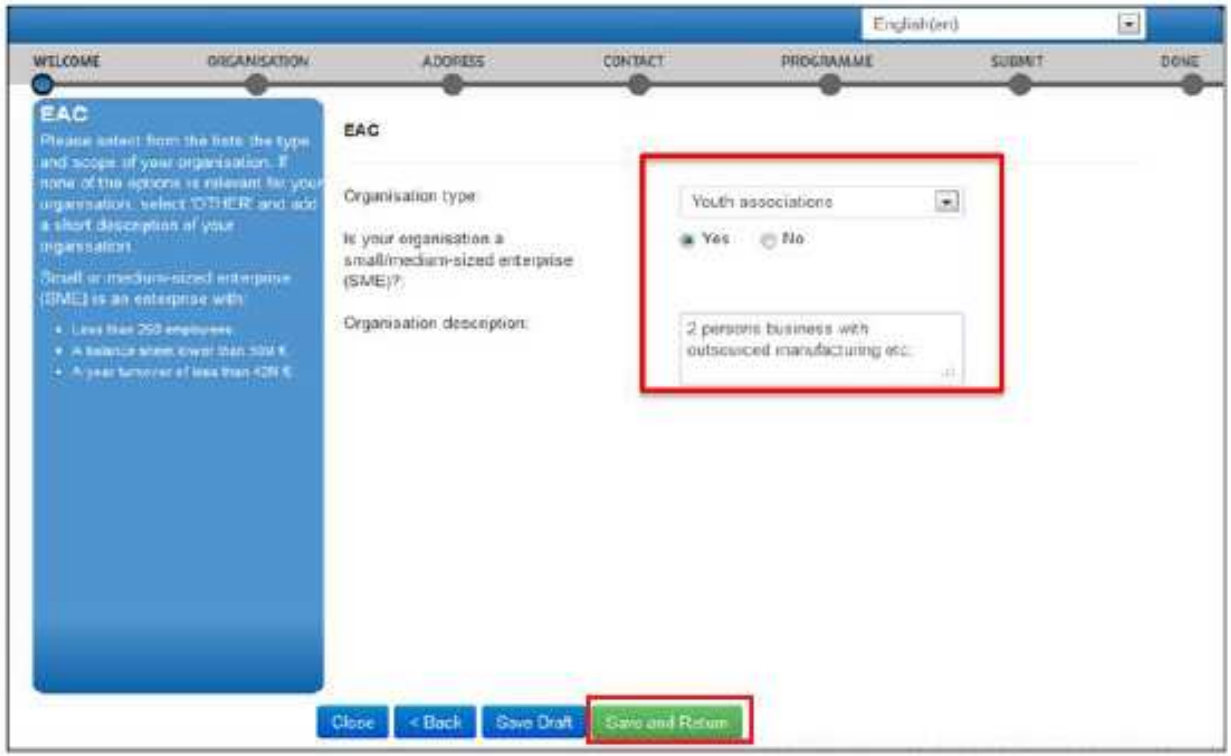
Registro y Obtención del PIC

- Es obligatorio cumplimentar el campo "**Organisation type**" a pesar de no llevar asterisco. Si no, no se podrá cumplimentar el formulario de solicitud.
- Después pulsar sobre "**Save and Return**".

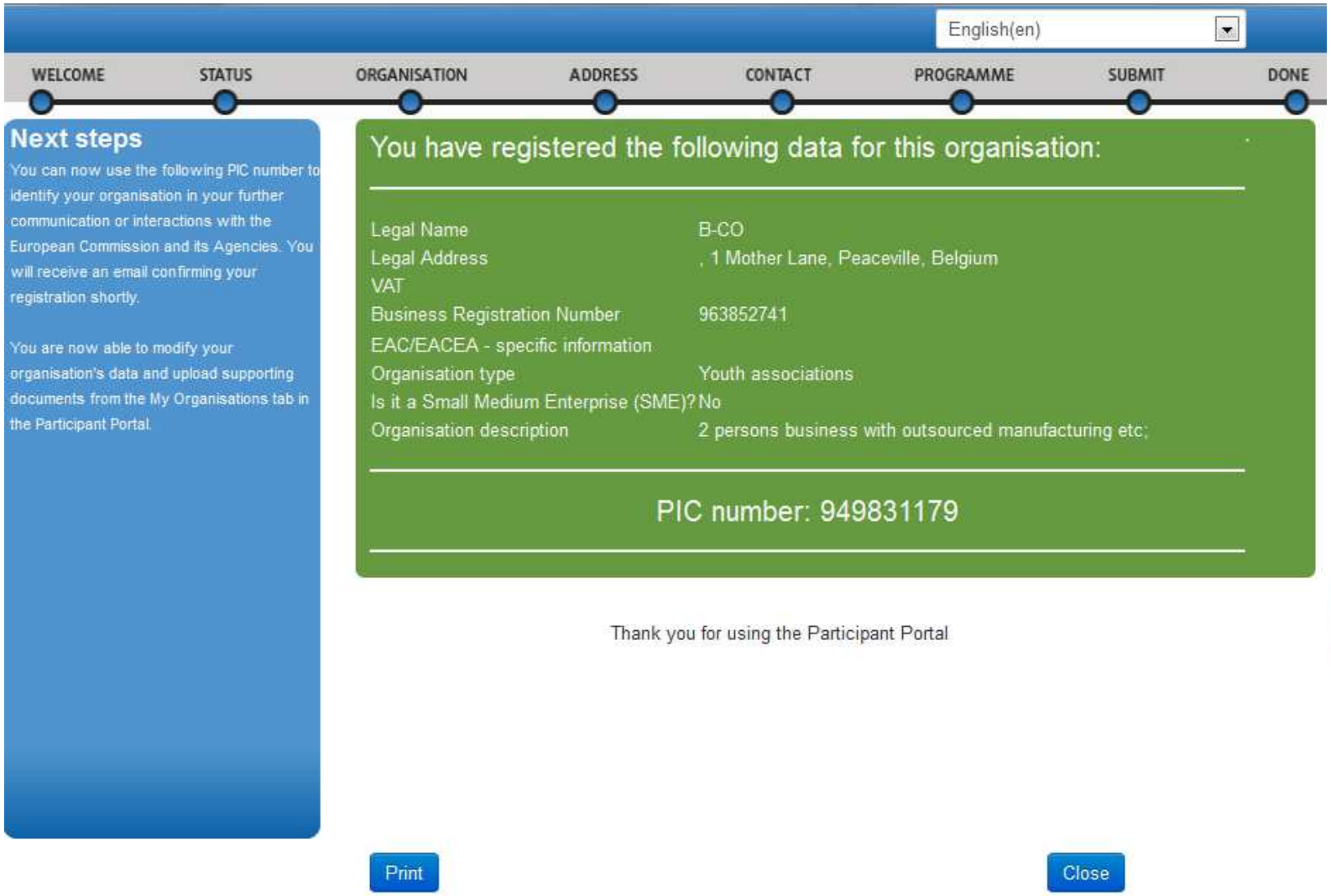


- Se vuelve a la pantalla anterior donde hay que pulsar sobre "**Finish your registration**"
- Podrá entonces revisar la información proporcionada
- Al pulsar **confirm** , aparece una pantalla comunicando el PIC

Formación Profesional

Registro y Obtención del PIC

FORMACIÓN PROFESIONAL y EDUCACIÓN SUPERIOR


English(en)
WELCOME
STATUS
ORGANISATION
ADDRESS
CONTACT
PROGRAMME
SUBMIT
DONE
Next steps
You can now use the following PIC number to identify your organisation in your further communication or interactions with the European Commission and its Agencies. You will receive an email confirming your registration shortly.
You are now able to modify your organisation's data and upload supporting documents from the My Organisations tab in the Participant Portal.
You have registered the following data for this organisation:
Legal Name B-CO
Legal Address , 1 Mother Lane, Peaceville, Belgium
VAT
Business Registration Number 963852741
EAC/EACEA - specific information
Organisation type Youth associations
Is it a Small Medium Enterprise (SME)? No
Organisation description 2 persons business with outsourced manufacturing etc;
PIC number: 949831179
Thank you for using the Participant Portal
Print
Close

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Y un correo de confirmación

Dear Mr. XXX,

The Education and Culture Directorate-General and the Education, Audiovisual and Culture Executive Agency of the European Commission thank you for having registered a legal entity in our database of participant organisations.

The record has been successfully created. The TEMPORARY Participant Identification Code (PIC) for the legal entity you have registered is 949646782.

You can now use your PIC in order to submit a proposal for the EAC/EACEA programmes If your organisation is selected for the projects managed by EACEA then your organisation will need to pass a Legal Entity validation and your organisation will have to provide supporting documents.

Please find downloadable forms and instructions on http://ec.europa.eu/budget/contracts_grants/info_contracts/legal_entities/legal_entities_en.cfm#fr

In case your organisation is applying for the projects managed by the national agencies (hyperlink to the list of NAs and list of projects (actions) managed by NA), your organisation should then provide the supporting documents as requested in the Guide for applicants and by your National Agency (this can be done by uploading the supporting documents in URF).

Please note that the validation could result in a possible change of the PIC (if e.g. the validation reveals that the same legal entity already exists under another PIC).

The Validation Service

Comunicar el PIC al EACEA

a través del siguiente enlace:

http://ec.europa.eu/yourvoice/ipm/forms/dispatch?form=ErasmusCharter

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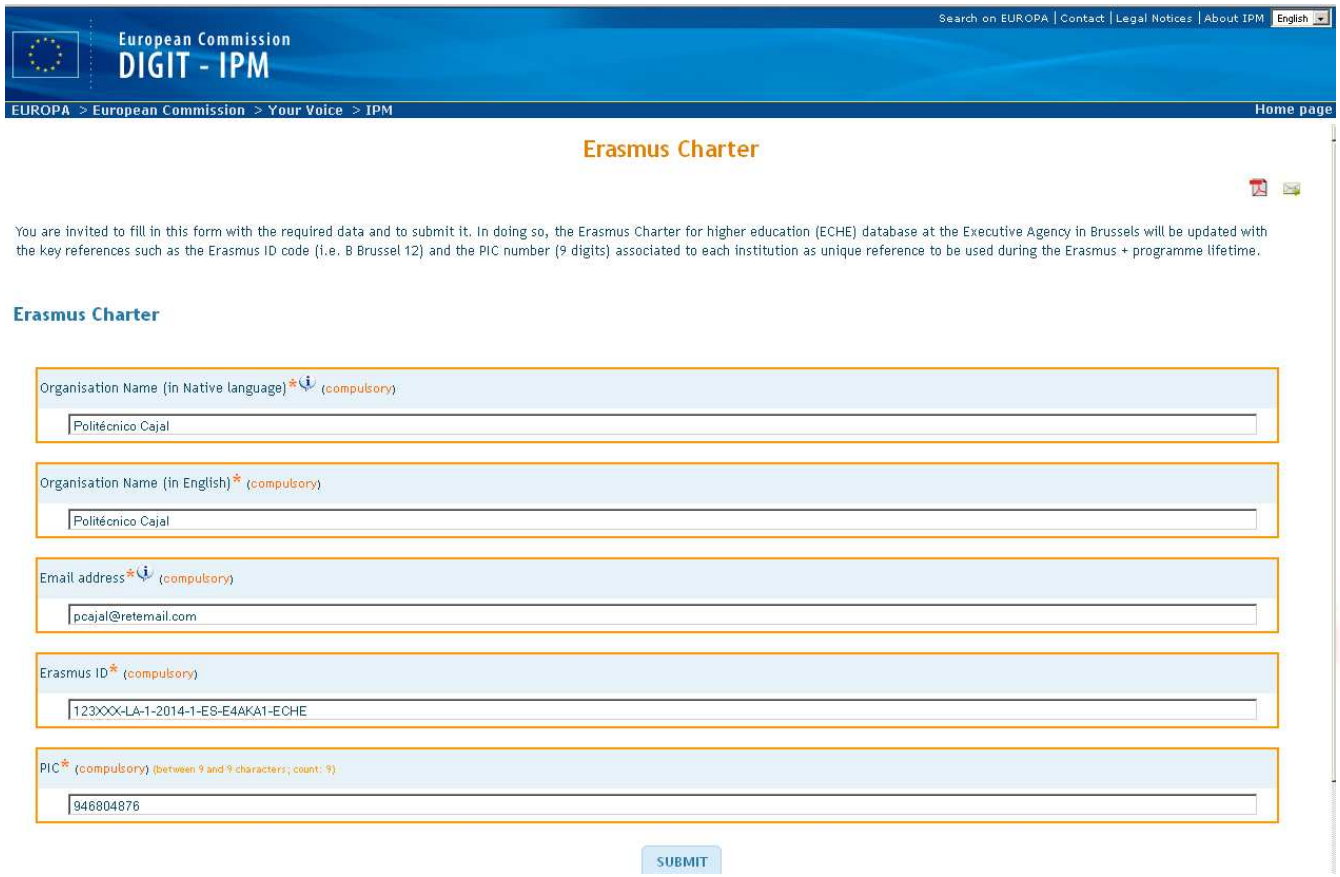
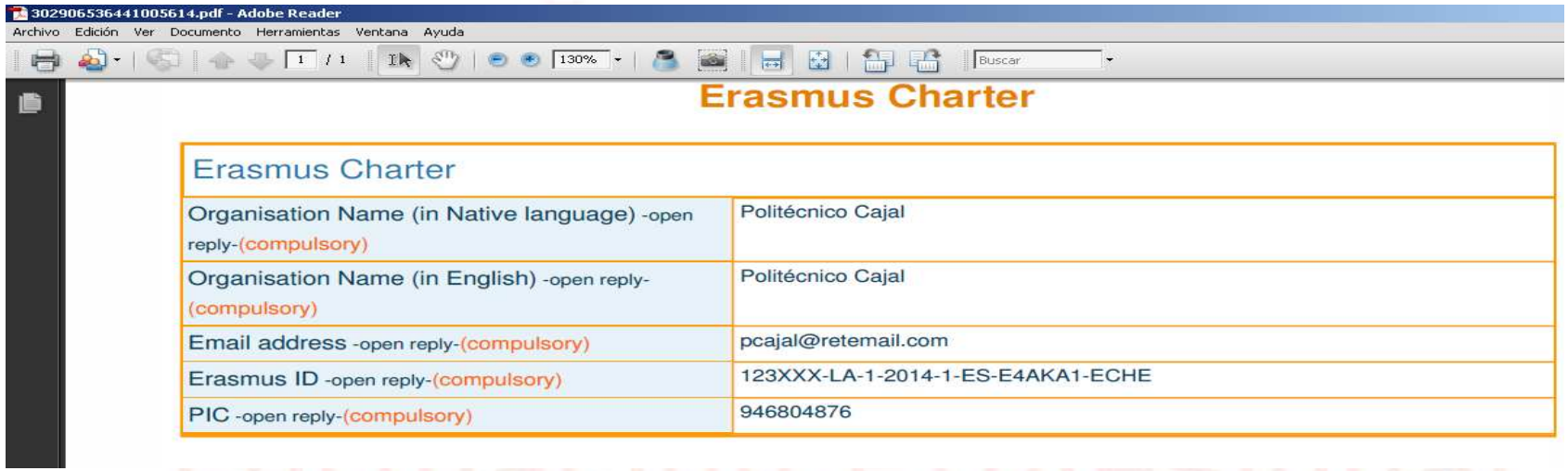
Comunicar el PIC al EACEA

Rellenar los datos y pulsar **Submit**


Search on EUROPA | Contact | Legal Notices | About IPM English
European Commission
DIGIT - IPM
EUROPA > European Commission > Your Voice > IPM
Home page
Erasmus Charter
You are invited to fill in this form with the required data and to submit it. In doing so, the Erasmus Charter for higher education (ECHE) database at the Executive Agency in Brussels will be updated with the key references such as the Erasmus ID code (i.e. B Brussel 12) and the PIC number (9 digits) associated to each institution as unique reference to be used during the Erasmus + programme lifetime.
Erasmus Charter
Organisation Name (in Native language)* (compulsory)
Politécnico Cajal
Organisation Name (in English)* (compulsory)
Politécnico Cajal
Email address* (compulsory)
pcajal@retemail.com
Erasmus ID* (compulsory)
123XXX-LA-1-2014-1-ES-E4AKA1-ECHE
PIC* (compulsory) (between 9 and 9 characters; count: 9)
946804876
SUBMIT

Comunicar el PIC al EACEA

Después de la confirmación, proporciona los datos de registro



Erasmus Charter	
Organisation Name (in Native language) -open reply-(compulsory)	Politécnico Cajal
Organisation Name (in English) -open reply-(compulsory)	Politécnico Cajal
Email address -open reply-(compulsory)	pcajal@retemail.com
Erasmus ID -open reply-(compulsory)	123XXX-LA-1-2014-1-ES-E4AKA1-ECHE
PIC -open reply-(compulsory)	946804876

Subir documentos a URF

FORMACIÓN PROFESIONAL y EDUCACIÓN SUPERIOR

Tras la obtención del PIC y en cualquier caso antes de la presentación de la solicitud de fondos, las organizaciones deberán subir al URF los siguientes formularios cumplimentados correctamente:

1.-Entidad legal:

A.- Las **entidades públicas deberán subir**

1.1 Formulario de entidad legal

http://ec.europa.eu/budget/contracts_grants/info_contracts/legal_entities/legal_entities_en.cfm

Se rellena con los datos que se han introducido .

Hay que imprimirlo, firmarlo y sellarlo y escanearlo , mejor en color , para subirlo Entidad Pública relleno

***1.2** Copia de la resolución, ley, decreto o decisión por la que se crea la entidad en cuestión Decreto de Creación*

En su defecto, cualquier otro documento oficial que demuestre la creación de la entidad en cuestión.

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Subir documentos a URF

FORMACIÓN PROFESIONAL y EDUCACIÓN SUPERIOR

B.- Las **entidades privadas deberán subir**

1.1 Formulario de entidad legal

http://ec.europa.eu/budget/contracts_grants/info_contracts/legal_entities/legal_entities_en.cfm

Se rellena con los datos que se han introducido .

Hay que imprimirlo, firmarlo y sellarlo y escanearlo , mejor en color , para subirlo

1.2 Una copia de cualquier documento oficial (escritura de constitución) que permita identificar el nombre de la entidad, el domicilio social y su número de registro

- Una copia del documento de identificación fiscal si éste no figura en el documento anterior.
- Según la subvención solicitada, demostrar capacidad financiera

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2.- **Identificación financiera:** En ambos casos

- Ficha de identificación financiera (antigua ficha de terceros). Esta ficha sólo la deberán cumplimentar y subir al URF las organizaciones que vayan a solicitar directamente una subvención, p. ej. Movilidades en la KA 1, proyecto en KA2

http://ec.europa.eu/budget/contracts_grants/info_contracts/financial_id/financial_id_en.cfm

Rellenar el formulario y llevarlo al banco para sellarlo . Escanear y subirlo

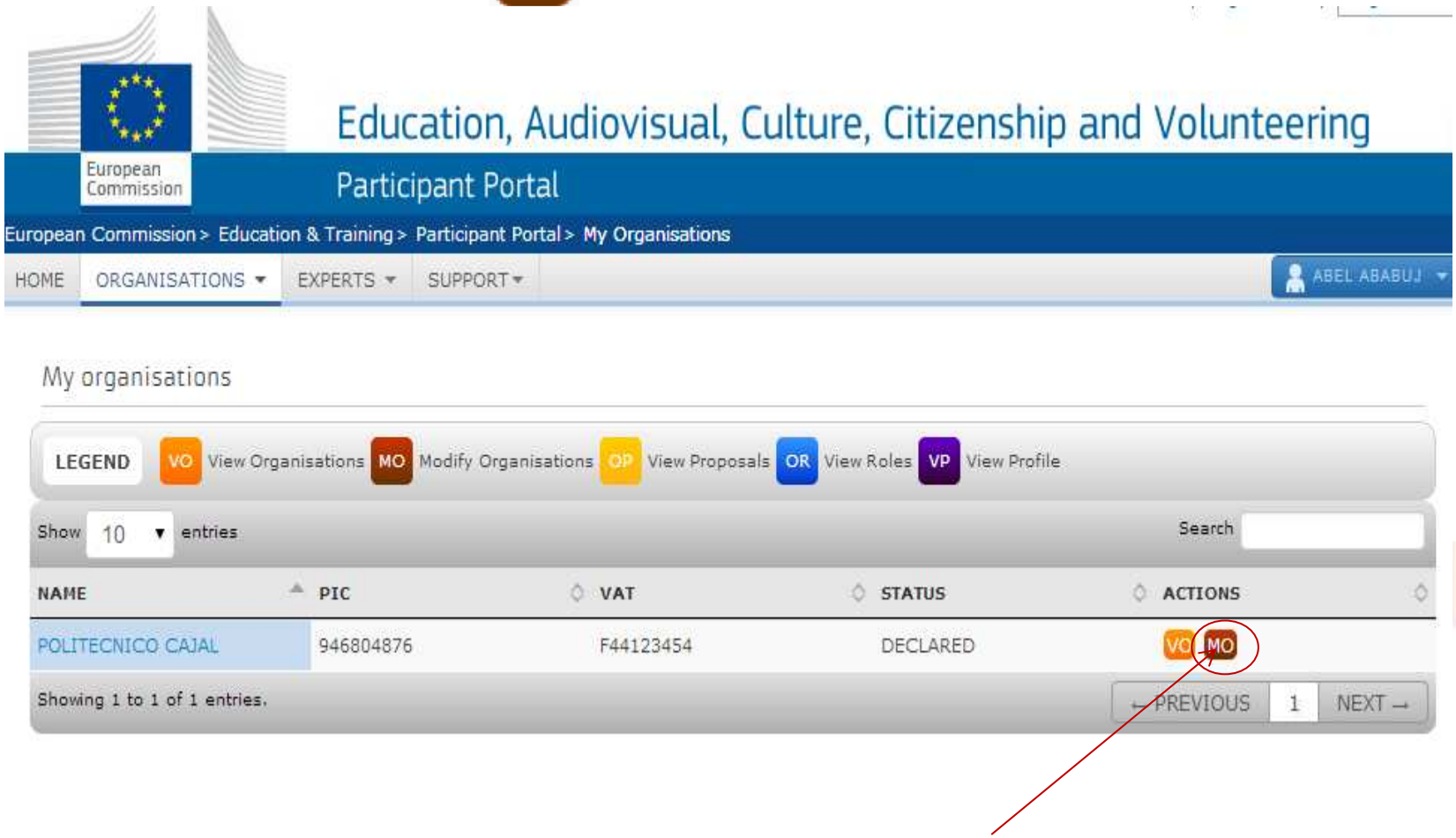
Entrar en el portal del participante con las claves de la cuenta ECAS e ir a “My organisations”

Contact | Legal Notice | English
European Commission
Education, Audiovisual, Culture, Citizenship and Volunteering
Participant Portal
European Commission > Education And Formation > Participant Portal > Home
HOME
ORGANISATIONS
EXPERTS
SUPPORT
JEROEN VAN HIEL
Register
My Organisations
Search
cation, Audio-visual, Culture, Citizenship and Volunteering Participant Portal
entry point for the electronic administration of EU-funded projects under the programmes:
Creative Europe
Erasmus+
Europe for Citizens
EU Aid Volunteers.
If you plan to submit a project proposal under one of these programmes, or wish to participate as an independent expert, you are required to register your
or expert details here. In the Organisation tab you will be able to search for registered organisations.
Are you a new user?
Do you already have an ECAS account?

Subir documentos a URF

FORMACIÓN PROFESIONAL y EDUCACIÓN SUPERIOR

Hacer click en el icono MO



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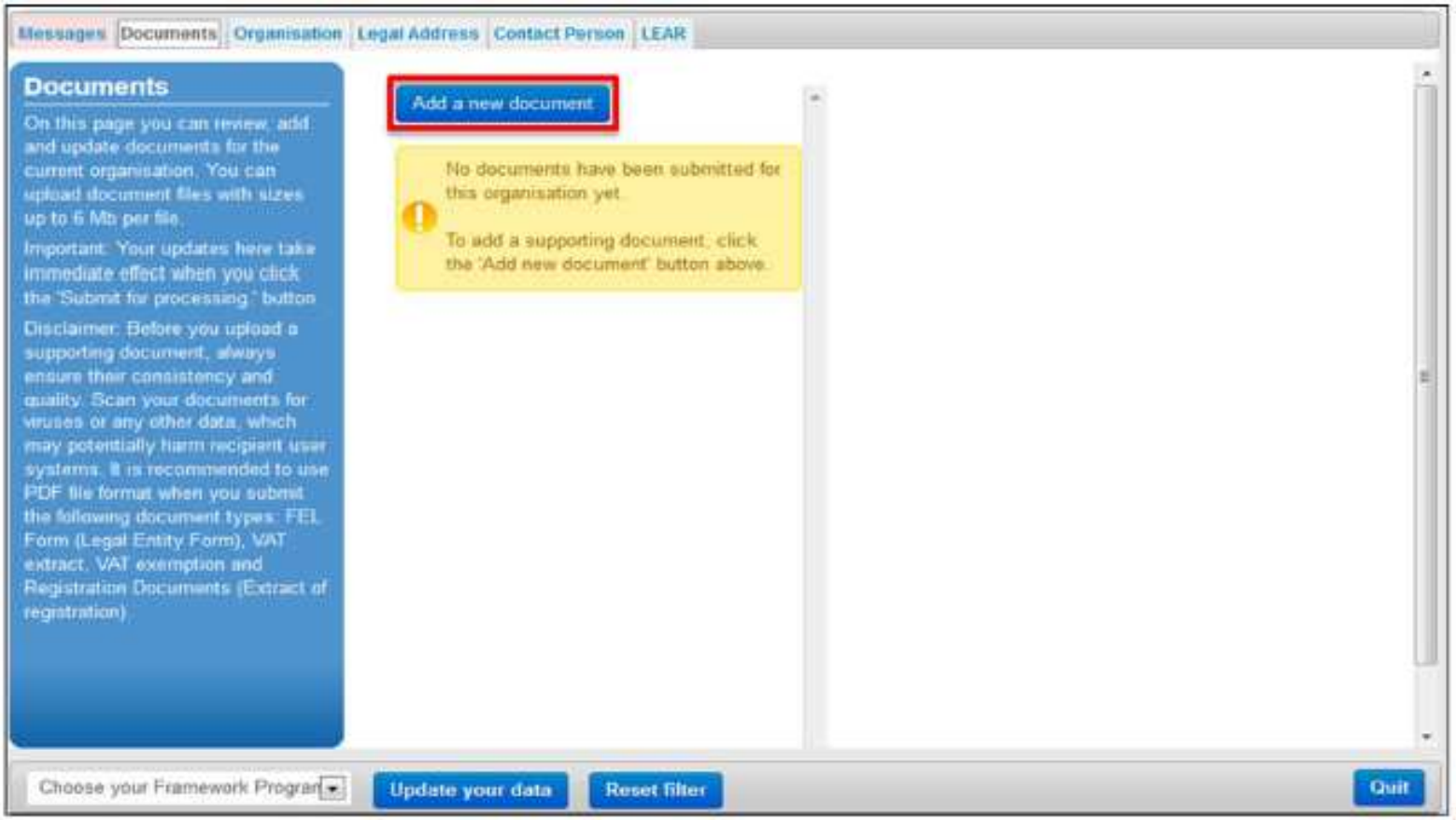
Subir documentos a URF

Hacer click en la pestaña documentos una vez seleccionado el programa Erasmus+ en el menú inferior.


Messages
Documents
Organisation
Legal Address
Contact Person
LEAR
Documents
On this page you can review, add and update documents for the current organisation. You can upload document files with sizes up to 6 Mb per file.
Important: Your updates here take immediate effect when you click the 'Submit for processing.' button
Disclaimer: Before you upload a supporting document, always ensure their consistency and quality. Scan your documents for viruses or any other data, which may potentially harm recipient user systems. It is recommended to use PDF file format when you submit the following document types: FEL Form (Legal Entity Form), VAT extract, VAT exemption and Registration Documents (Extract of registration)
Add a new document
No documents have been submitted for this organisation yet.
To add a supporting document, click the 'Add new document' button above.
Choose your Framework Progran
Update your data
Reset filter
Quit

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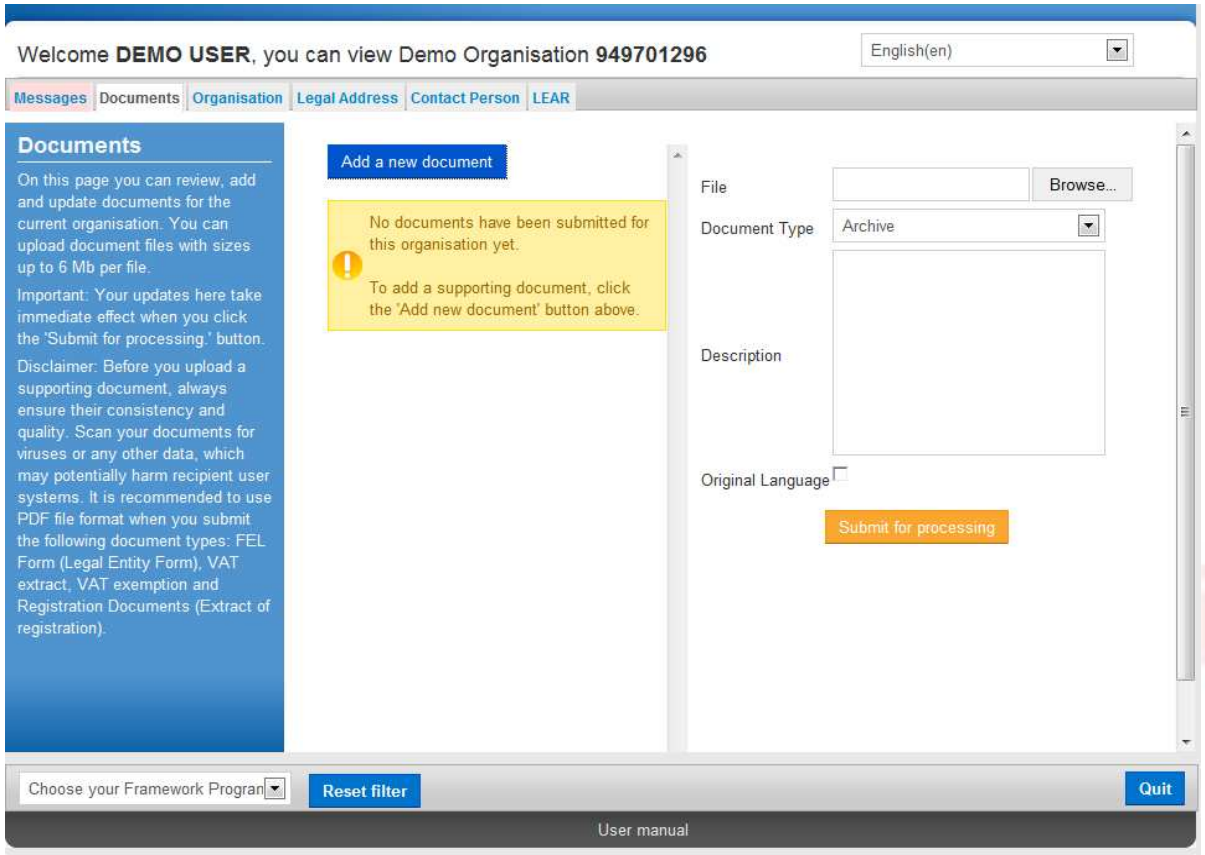
Subir documentos a URF

Seleccionar Add new document y aparecerá un panel de propiedades en la parte derecha.


Welcome DEMO USER, you can view Demo Organisation 949701296
English(en)
Messages
Documents
Organisation
Legal Address
Contact Person
LEAR
Documents
On this page you can review, add and update documents for the current organisation. You can upload document files with sizes up to 6 Mb per file.
Important: Your updates here take immediate effect when you click the 'Submit for processing.' button.
Disclaimer: Before you upload a supporting document, always ensure their consistency and quality. Scan your documents for viruses or any other data, which may potentially harm recipient user systems. It is recommended to use PDF file format when you submit the following document types: FEL Form (Legal Entity Form), VAT extract, VAT exemption and Registration Documents (Extract of registration).
Add a new document
No documents have been submitted for this organisation yet.
To add a supporting document, click the 'Add new document' button above.
File
Browse...
Document Type
Archive
Description
Original Language
Submit for processing
Choose your Framework Program
Reset filter
Quit
User manual

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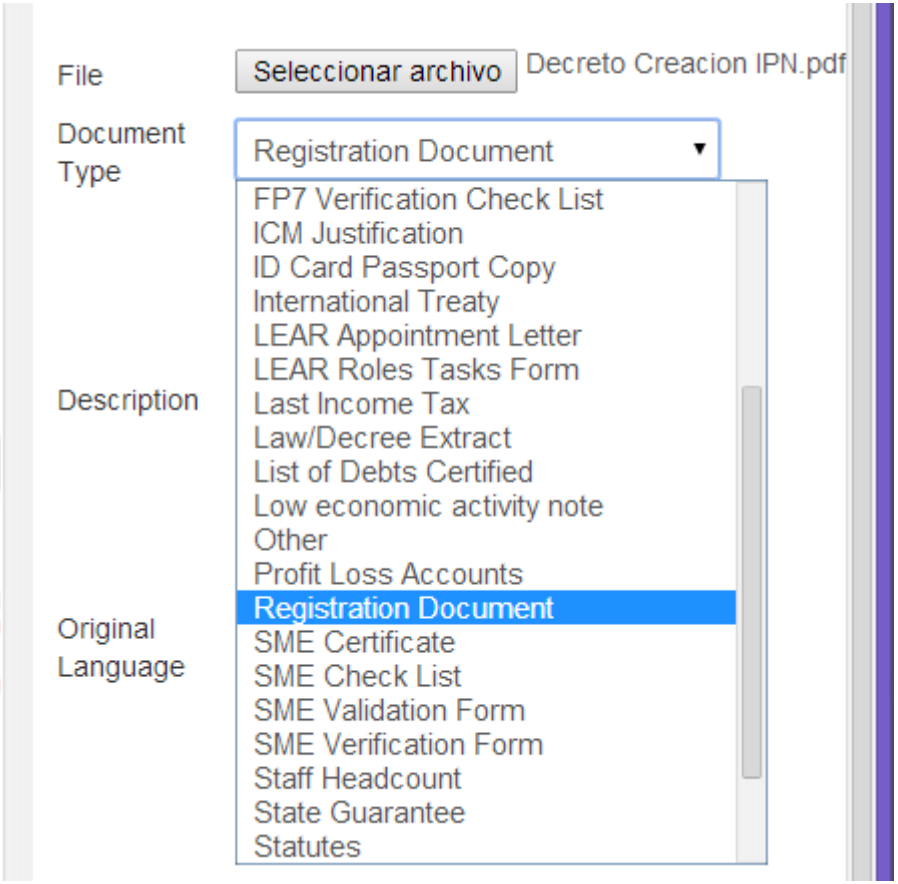
Subir documentos a URF

- Pinchar **Seleccionar Archivo** para buscar el archivo a subir
- Seleccionarlo y pulsar **Abrir**
- Elegir el **tipo de documento** de la lista desplegable
- En caso de duda, poner
- “ **Other**”



Subir documentos a URF

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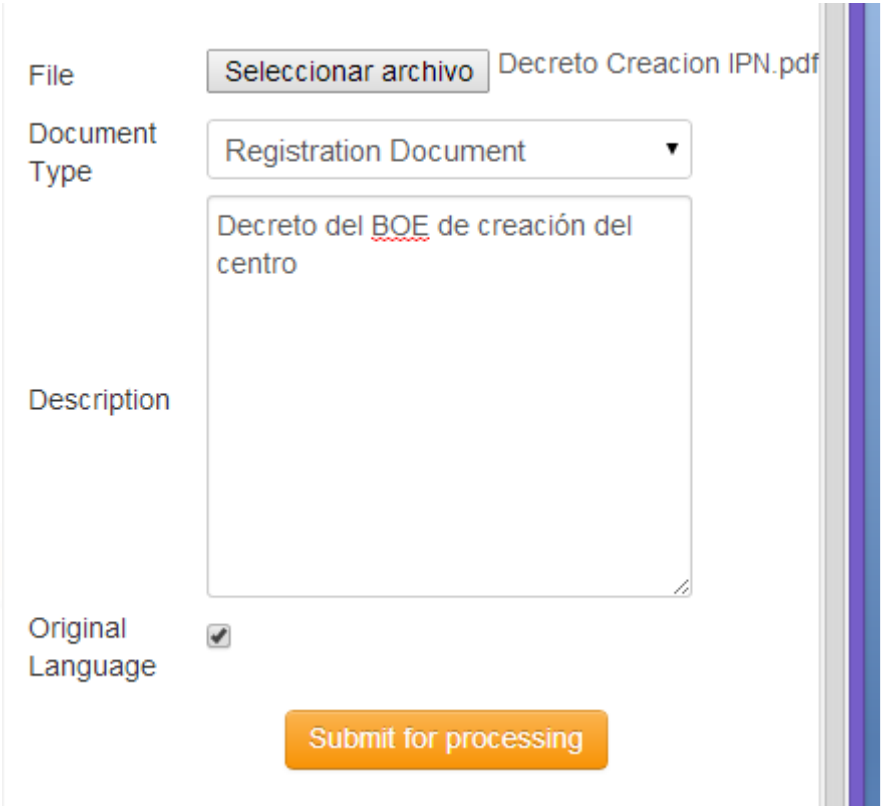
- En el campo **description** , referir el contenido lo mejor posible
- Seleccionar la casilla

·” **Original Language**” si es el caso

- Finalmente pulsar

Submit for processing para guardar los datos y subir el archivo

Proceder igual con el resto de documentos a subir



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¡MUCHAS GRACIAS!

Santos Víu

sviu@aragon.es

976 71 40 36

976 71 46 43

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